

P.R.E.S.S. Team Contract

Section 1: Team Name and Mission

- P.R.E.S.S. (Proven Repeatable Effective Scientific Solutions)
- The mission of this project assignment is to provide Advanced Input Systems (AIS) an enhanced button cycler system that delivers repeatable and accurate results through the usage of lab test equipment and software.

Section 2: Membership

- Members: Andrew Overby, Chris Crozier, Cody Kasper
- Lead Instructor: Steve Beyerlein
- Mentor: Collin Burkhalter

Section 3: Roles and Responsibilities

- Cody will oversee our budget.
- Brett Harned will be the primary client contact.
- Ben Mederios will be the secondary client contact.
- The team will alternate sending out meeting agendas for weekly team-meetings
- Andrew and Chris will share the responsibility of keeping team documentation.
- Chris oversees the project schedule and being the primary point of contact for our client
- Chris will maintain the wiki page
- Andrew oversees meeting minutes and sending out post-meeting emails. He will also assign weekly action items that are time-bound and can be measure/monitored at the next team meeting.

Section 4: Team Relationships

- Relationships among team members must support full and respectful engagement of all members for the benefit of the entire team.
- Members will maintain active participation and enthusiasm throughout the duration of the project.
- Members will not engage in outside team relationships that will affect the performance and well-being of others and will maintain a professional relationship throughout the entirety of the project.

Section 5: Joint Work

5a. Purposes of Joint Work

- Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.
- Members will fulfill responsibilities and meet deadlines as assigned and facilitate a productive environment.
- Members will not copy the work of one another and call it joint work. Joint work is a collaboration among team members, not an individual's work captured by another.

5b. Team Meetings

- Team meetings are an important example of working together.
- Wednesday's at 11:00 A.M. in the library or as scheduled.
- Components that will be required in team meeting agendas include but are not limited to:
 - A meeting title that encompasses the main purpose of the meeting
 - The meeting location will be addressed along with the time it takes place
 - Any pressing issues will be addressed at the start of this meeting through a quick roundtable
 - A quick summary of the progress since the last meeting will be discussed
 - Content that will be addressed during the meeting (status & associated risks)
 - Upcoming milestones
 - Follow-ups/next steps
 - Other items

- A team meeting agenda document will be available for usage among members
- Team meeting minutes will be taken electronically and distributed via email to the rest of the group.
- Team members will not perform tasks unassociated with team PRESS during meetings and will remain fully engaged through the entirety of the discussion.

Section 6: Individual Work

- Team members are expected to work alone in many cases to complete work important to the team.
- Work assignments will be discussed in team meetings and assigned by committee.
- Quality expectations will be verified by other team members, faculty advisor, graduate student mentor, or client as needed.
- Due dates will be assigned and verified in team meeting in accordance with the MindWorks webpage.
- Work Progress will be communicated via team meetings, email, and group text message.

Section 7: Documentation and Communication

- The team must maintain timely and accurate documentation of its individual and collective achievements, while also communicating needed information to one another and key project stakeholders.
- Each member will keep a logbook for documentation.
- The team will document meetings and project progress electronically. This will be shared via email and a shared drive.
- Team members will communicate via emails and SMS group text.
- The team will communicate with our client via email and phone.

Section 8: Conflict Resolution

- The team will strive to resolve conflicts quickly and to the satisfaction and benefit of everyone involved.
- Direct, non-violent communication will be the primary conflict resolution technique.

Section 9: Amendments

- The team contract will be kept in an online shared drive that all members have access to as well as a hard copy kept in the team portfolio.
- The contract will be reviewed approximately once every month or as needed.
- The contract can be amended only when all team members are present or unanimously agree with the changes being made.

Section 10: Affirmation of Compliance

We, the members of this team, affirm that we have established this contract with input and consensus of all members. By our signatures, we commit to compliance with the contract for the benefit of all members and the team as a whole.

Name	Signature	Date
Andrew Overby		9/13/19
Cody Kasper		9/13/19
Chris Crozier		9/13/19

Section 11: Contacts

Lead Instructor Dr. Steve Beyerlein sbeyer@uidaho.edu
Client Contacts Ben Medeiros ben.medeiros@advancedinput.com
 Brett Harned brett.harned@advancedinput.com
Team Mentor Colin Burkhalter burk0389@vandals.uidaho.edu

Team Members Andrew Overby over5500@vandals.uidaho.edu

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